



BEAUDESERT PARK SCHOOL

HEALTH AND SAFETY POLICY

GENERAL STATEMENTS

1. The Governors of Beaudesert Park School ("the School")) are responsible for the health and safety of pupils, employees and visitors at the School. To achieve this, the Governors will ensure compliance with the Health & Safety at Work etc Act 1974, the Management of Health & Safety at Work Regulations 1999 and other relevant health and safety related regulations or guidance.
2. This document describes their policies and the key elements for those areas the Governors deem vital.
3. The employees of the School ("the Employees") have a collective responsibility to take reasonable care of their own and others' health and safety, co-operate with the School as their employers, carry out their activities in accordance with training and instructions and report any serious risks they may see to their employer.
4. The School's Health and Safety policy and the School's day to day operation complies with all relevant education legislation and guidance to include the Education (Independent School Standards) Regulations 2014, the National Minimum Standards for Boarding Schools 2015, and the Statutory Framework for the Early Years Foundation Stage 2017.
5. This policy overrides the School's previous Health & Safety Policy.
6. A copy of this Policy can be made available in large print or other accessible format upon request.
7. This is a whole school policy, including the EYFS.

POLICIES

Duties and Responsibilities:

8. The Governors delegate responsibility for health and safety matters to the Headmaster who is primarily responsible to the Board of Governors for ensuring that their policy is followed on a daily basis. To assist him in this responsibility he will form a Health & Safety Committee chaired by the Finance Director. Furthermore, Health and Safety will feature as a regular item of discussion at both Senior Management Team and full Staff Meetings to ensure there is the widest opportunity for the discussion of any Health and Safety issues across the School's widest team.

9. The Finance Director will implement and administer the Governors' policy, on the Headmaster's behalf, on a daily basis.
10. The Health & Safety Committee will meet at regular intervals and will consist of representatives from all functional areas of the School. The exact representative from each area will be jointly nominated by the Headmaster and the Finance Director. The Committee will monitor and audit the School's Health & Safety Policy, procedures and environment to ensure that the health or safety of personnel is not adversely affected.
11. All pupils and visitors must:
 - a. co-operate with the School on health and safety matters and in particular follow the instructions of Employees in the event of an emergency;
 - b. take reasonable care for their own health and safety and that of others at the School;
 - c. observe standards of dress consistent with safety and / or hygiene;
 - d. use and not wilfully misuse, neglect or interfere with anything provided to safeguard their health and safety;
 - e. report all health and safety concerns to a member of staff.

Risk Assessment:

12. The School will undertake an examination of its activities to identify hazards (anything with the potential to cause harm to persons or property) and measure and evaluate risks (the likelihood of harm caused by the hazards) to Employees, pupils and others who may be affected by the School's operation. This will be undertaken by the conduct of appropriate risk assessments which should identify, prioritise and implement control measures necessary to reduce the risk to the level required by law.
13. Risk assessments are the overall responsibility of the Headmaster and Finance Director who will delegate their completion to appropriate Employees.
14. Specific risk assessments will also be undertaken to deal with matters including personal protective equipment, display screen equipment, manual handling operations, substances hazardous to health, noise at work, lead at work, asbestos at work, ionising radiation and fire safety.
15. Specific risk assessments will also be conducted for use in high risk areas, such as gymnasias, working with machinery, laboratories and workshops.
16. Particular risk assessments will be conducted for new and / or expectant mothers, Employees aged under 18 and night workers.

Consultation with Employees and Pupils:

17. The School will consult with Employees either directly or through their representative(s) in good time on issues such as the introduction of measures which may affect their health and safety, the appointment of a competent person, and information provision and training on health and safety.
18. Employees and / or their representatives will be provided with sufficient information to enable them to participate fully in the consultation process.
19. The School will also consult with pupils on relevant matters, where appropriate.

Information, Instruction and Supervision:

20. The Health and Safety Law poster is displayed in the ground floor corridor of the School's main building opposite the Staff Common Room.
21. Further notices relating to first aid and fire safety will be displayed as appropriate.
22. The School will display a certificate of employers' liability insurance in the Bursary.
23. Health and safety advice is available from, in the first instance, the immediate superiors of the individuals seeking the advice, or the Headmaster or, the Finance Director.
24. Supervision of young workers / trainees will be arranged / undertaken / monitored by the immediate superiors of the individuals concerned.

Health & Safety Training and Records:

25. All Employees will be provided with adequate information on risks to their health and safety at work, preventative and protective measures to control those risks, emergency procedures, and their general health and safety duties.
26. All Employees will be given health and safety induction training when they start work, which covers these issues and health and safety basics such as first aid and evacuation procedures.
27. The School will also ensure that all Employees receive job specific health and safety training, as appropriate.
28. The School will provide further training if risks change and refresher training when skills are not frequently used.
29. Training records are kept on the individual's confidential file.

Activities and Trips:

30. The School has a separate Educational Visits Policy which must be followed on all visits.

Works Services, Maintenance and Repairs:

31. The Estates Manager is responsible to the Headmaster, through the Finance Director, for all 'in-house' works services, repairs and maintenance and carrying them out in accordance with Health & Safety legislation.
32. He is to ensure that all equipment, machinery, chemicals and tools operated and used by his staff are properly maintained, serviced and inspected as required.
33. He is to ensure that personnel are properly equipped, trained and have the correct personal protective equipment (PPE) for the maintenance tasks they are required to perform.
34. The Estates Manager is a member of the Health & Safety Committee.

Grounds and Gardens:

35. The Grounds Staff, through the Estates Manager and Finance Director, are responsible to the Headmaster, for ensuring that all grounds and gardens are maintained in a safe condition.
36. The Estates Manager is to ensure that Grounds Staff keep all their equipment, machinery, chemicals and tools they use properly maintained, serviced and inspected as required.
37. The Estates Manager is to ensure that all Grounds Staff are properly equipped, trained and have the correct PPE for the tasks they are required to do.

School Security:

38. All reasonable and practical measures are taken to ensure the safety of Employees and pupils and the protection of School property from theft, malicious damage and intruders.
39. The School has a policy of restricting access to the School premises to members of the public in order to ensure the safety and security of Employees, pupils and other visitors to the School premises and takes all reasonable measures to deter unauthorised public access to the premises.
40. The School will take appropriate steps to ensure that there are adequate security arrangements for the School premises (which includes the School buildings and grounds) by ensuring that:
 - a. there are sufficient security arrangements in place to protect the security of the premises and persons on it, including in the use of isolated areas;
 - b. security assessments are conducted and reviewed regularly;
 - c. all Employees and pupils are trained about the existence and operation of the School's security arrangements and that staff training is updated as required;
 - d. visitors to the premises are appropriately identified;
 - e. there are adequate supervision arrangements in place;
 - f. all security breaches or incidents are reported;
 - g. security measures do not compromise or intrude on the reasonable privacy of employees and pupils.
41. The School will not accept responsibility for the theft of personal belongings nor damage to personal belongings except by the School's negligence.

Visitors:

42. All visitors to the School, other than parents of current pupils, parents of children from other schools who are visiting the School to watch sports fixtures and prospective parents, will be recorded and issued with a visitor's pass and lanyard by the Reception Office staff. Current parents access different parts of the School for a variety of reasons, including to drop off pupils in the morning, pick up in the afternoons and watch sports fixtures. Current parents are required to register with the Reception Office staff if they need to visit the School for any other reason. Prospective parents are always escorted by an employee of the School, who will be responsible for them during their visit to the School.
43. All other visitors and other users of the School premises (to include hirers, contractors, delivery people and inspectors) must:

- a. observe the rules of the School;
 - b. ensure that they are familiar with the School's fire and emergency evacuation procedures. In the event of the fire alarm sounding, they should proceed to the nearest assembly point.
44. Employees are expected to challenge any strangers without lanyards and ensure that all external keypad doors are kept secured; they should encourage pupils to secure external keypad doors.

Facility Hire by outside Agencies:

45. Agencies or companies that hire the School facilities will be required to comply with the School's Health and Safety policy and will be asked to provide copies of any of their appertaining documentation, such as insurance certificates and/or their own risk assessments, as deemed necessary.

Contractors and On-Site Construction

46. The Finance Director is responsible for ensuring that contractors satisfy and meet relevant Health and Safety standards and construction legislation.
47. Contractors will be selected and managed in accordance with *Using contractors: A brief guide* (Health and Safety Executive (HSE), March 2013) and, where appropriate, in accordance with the Construction (Design and Management) Regulations 2015.
48. All contractors who work at the School are required to comply fully with the provisions of the School's policy on the use of contractors.
49. Contractors must also ensure safe working practices by all of their employees under the provisions of the Health and Safety at Work etc Act 1974 and must pay due regard to the safety of all persons using the School premises.
50. The School will ensure that all contractors are fully briefed on the safety aspects of the job in question and that they are satisfactorily supervised.

Protection from Violence and Harassment:

51. The School will not tolerate any act of violence or harassment in which an Employee or pupil or any other person on the School site is abused, threatened or assaulted, or placed in fear for their own safety.
52. In the event of an act of violence, harassment or serious security breach incident, those affected should take immediate steps to safeguard those affected and contact the Headmaster's wife as Designated Safeguarding Lead, the Headmaster or Finance Director and / or the Police as appropriate.
53. Violence or harassment by Employees will constitute gross misconduct and will be dealt with under the School's disciplinary procedure.
54. Violence or harassment by pupils is likely to be treated as a serious disciplinary offence which may warrant suspension, required removal or expulsion.

Lone Workers:

55. The School understands the additional hazards to Employee's safety presented by lone working (defined for the purpose of this policy as Employees working by themselves in situations where there is no close or direct contact with other School Employees).
56. Work activities involving lone workers will be the subject of a separate risk assessment.
57. The School will consider the additional hazards posed by lone working and introduce adequate control measures in response.

First aid and Occupational Health:

58. The School has a separate policy on First Aid and Medical Health.
59. The School will ensure that there are adequate numbers of appropriately qualified first aiders / appointed persons on the School premises and on School arranged trips and visits at all times.
60. The School will undertake a risk assessment to determine the level of equipment, facilities and personnel necessary to enable first aid to be rendered to a casualty. The School's risk assessment will also identify where specialist health surveillance is needed.
61. The School's senior Sister is responsible to the Headmaster for ensuring that the School follows all legislation relating to first aid and medical matters, including arranging for training of Employees as appropriate.
62. All Employees are to follow the directive and procedures relating to first aid when conducting 'off-site' activities.
63. The School Sister is responsible for organising the administering of all medicines and drugs and ensuring proper procedures are in place for their dispensation and security.
64. The School's senior Sister is a member of the Health and Safety Committee.
65. The School will take reasonable care to ensure that the health of their Employees is not placed at risk. In doing so, the School will consider the risk of their Employees suffering from stress through, for example, hours worked, the allocation and organisation of work, the way people deal with each other and the demands placed on Employees.
66. All Employees are encouraged to discuss with the Headmaster or Finance Director, as appropriate, at any time their workload, duties or any issues and concerns they may have about their health at the earliest opportunity.
67. All Employees who use a computer at their place of work for a significant amount of their working day may, at the School's expense and on the production of a valid receipt, have their eyes tested annually.
68. The School will take all reasonable steps to ensure the health and safety of users of VDUs and display screen equipment in accordance with their duties under the Health and Safety (Display Screen Equipment) Regulations 1992 as amended by the Health and Safety (Miscellaneous Amendments) Regulations 2002.

Workplace safety for Employees, Pupils, Visitors and Contractors:

69. The School will ensure that the School premises are safe and in good repair and are kept free of reasonably avoidable safety hazards.
70. The School will take all reasonable steps to ensure that the School premises are maintained in such a way (to include ensuring that all traffic routes are of suitable construction, free from defects and obstructions and are adequately lit) to reduce the risk of slips and trips to Employees, pupils and other users of School premises and that it complies with its obligations under the Workplace (Health, Safety and Welfare) Regulations 1992.
71. The Estates Manager will arrange for a regular survey of the School premises and the maintenance and repair of School buildings.
72. All new Employees will have this document brought to their attention as part of their induction. The Finance Director is to ensure that all new Employees are familiarised with those areas of the School that pose a risk.
73. The Finance Director is responsible to the Headmaster for ensuring that maintenance and repairs to buildings, fixtures and fittings are carried out to a standard that satisfies Health & Safety Regulations.
74. The School will promote effective infection control by ensuring that the School premises are kept clean and tidy.
75. The School will ensure that access to high risk areas, including laboratories, workshops, swimming pools and gymnasias is appropriately controlled and restricted.
76. Employees have a responsibility to report any item of equipment, part, area of the School that they regard as being hazardous and requiring repair and for ensuring that such equipment or area of the School is immediately taken out of use until it has been made safe.
77. Employees have an obligation to use School equipment correctly, safely and for the purpose it was intended. They are not to make any alterations or additions nor are they to overload or misuse equipment belonging to the School.
78. All purchases of equipment and supplies will be made by the Bursary and installed and tested to ensure that all safety standards are met.
79. The School's catering arrangements have been outsourced to Chartwells, a subsidiary of Compass Group, and their employees are equally governed by the School's Health & Safety policy.
80. It is the responsibility of the Chartwells' Unit Manager to ensure that the contract caterers comply with all legislation as it pertains to food hygiene.
81. The Chartwells' Unit Manager is a member of the Health and Safety Committee.
82. The School seeks to avoid the need for manual handling (defined for the purpose of this Policy as the transporting of loads by hand or using bodily force) wherever possible.
83. Where manual handling cannot be avoided, the School will seek to reduce the risks related to manual handling by providing training and guidance in manual handling techniques in accordance with the Manual Handling Operations Regulations 1992 (as amended).

Swimming Pools:

84. The Finance Director will ensure so far as is reasonably possible that all legislation concerning health and safety in swimming pools is followed rigorously; Employees involved in supervising the use of the swimming pool are required to make themselves aware of the requirements of the Swimming Pool Normal Operating Procedures and Emergency Action Plan.

Control of Hazardous Substances:

85. The School will have appropriate procedures in place to ensure that exposure to hazardous substances is minimised. In order to do so, the School will assess the risks from all substances hazardous to health under the Control of Substances Hazardous to Health Regulations 2002 (**COSHH**) and prevent, reduce or control exposure of Employees to these hazards by the institution of proper controls and protective equipment.
86. All Employees, visitors and pupils will be advised of hazardous materials to be used by them and any policies relating to their use (including emergency procedures to deal with accidents / incidents) and will be given suitable information, instruction and training in their safe use, storage and handling.
87. The Head of Science is responsible to the Headmaster for advising on all regulations relating to COSHH in the Science Laboratories.
88. The Chartwells' Unit Manager is responsible to the Finance Director for all matters relating to cleaning materials in use in the Catering and Cleaning Departments.
89. The Estates Manager is responsible to the Finance Director for all matters relating to the use of the chemicals that are used to support the operation and cleanliness of the swimming pools.
90. COSHH assessments will be reviewed by the relevant Employee on a regular basis or when the work activity changes, whichever is soonest.
91. All Employees will ensure that hazardous substances are locked away after use.

Asbestos:

92. The School recognises that all types of asbestos are dangerous and will manage the risks presented by asbestos containing materials (ACM) or presumed ACMs on the School premises by complying with the Control of Asbestos Regulations 2012 and in particular by:
 - a. preparing and keeping up to date a register of the location and condition of ACM or presumed ACM;
 - b. carrying out a written assessment of the risks presented by ACM and presumed ACM;
 - c. preparing and implementing a written plan of action for managing the risks posed by ACM or presumed ACMs known as an Asbestos Management Plan;
 - d. regular inspections, reviews and / or monitoring of ACM or presumed ACM, as appropriate;

- e. ensuring that information about the location and condition of ACM or presumed ACM is passed on to anyone who is likely to disturb it and to the emergency services in the event of an emergency.
 - f. ensuring that ACM or presumed ACM is not disturbed unless prior agreement has been given by the Estates Manager or Finance Director and there are appropriate control measures in place to ensure that Employees, pupils or any other users of the School premises are not exposed to asbestos;
 - g. ensuring that only authorised Employees and / or fully licensed contractors are permitted to carry out any work in relation to ACM or presumed ACM.
93. If anyone disturbs or suspects that they have disturbed ACM they should:
- a. not disturb it further under any circumstances;
 - b. ensure that access to the affected area is restricted;
 - c. immediately report it to the Estates Manager or Finance Director who will take appropriate action.

Maintenance of Appliances:

94. The Estates Manager with the Head of Maintenance are to ensure that appliances, including catering appliances, are serviced, maintained and tested in accordance with up to date legislation and are operated by qualified and competent individuals.
95. The Estates Manager with the Head of Maintenance will ensure that all equipment and systems including mains and portable electrical equipment, gas appliances, local exhaust ventilation, pressure systems, lifting equipment and glazing, used at or by the School are well maintained, inspected and tested regularly by a competent and appropriately qualified person who has been authorised by the School and that records of inspection, maintenance and testing are retained.

Vehicle Safety:

96. The School will ensure that there is adequate segregation of pedestrians and vehicular traffic on the School site.
97. The Estates Manager is to ensure that all the School's vehicles are serviced, maintained and tested in accordance with Government legislation and that they are properly taxed, licensed and insured, that the correct operators' licences and /or permits are in place for their use (where required) and that the vehicles are kept in a clean and roadworthy condition.
98. Employees are to ensure that they are familiar with the necessary qualifying requirement to drive the School's vehicles and the restriction regarding the carrying of pupils as passengers.
99. The Estates Manager is responsible to the Finance Director for ensuring that drivers of School vehicles are competent to drive the vehicle in question and are properly licensed and insured to do so, that School journeys are properly planned, supervised and risk assessed and that adequate records are maintained.

Reporting:

100. The School is legally obliged to report certain accidents, diseases, incidents, dangerous occurrences and / or near misses to the HSE under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (**RIDDOR**). Reporting is most easily done by either calling the Incident Contact Centre on 0345 300 9923 (fatal and specified injuries only) or online at www.hse.gov.uk/riddor/report
101. Any accident or incident involving a pupil, Employee or anyone else on the School premises is to be recorded by the School Sister who will follow the subsequent reporting requirements required by RIDDOR, if appropriate.
102. If anyone at the School is known or suspected to be suffering from an infectious disease which is classified as a notifiable disease under the Public Health (Control of Disease) Act 1984 or the Health Protection (Notification) Regulations 2010, the School will ensure that their local health protection team (HPT) is notified and will act on any advice or guidance given by the HPT. More information can be found at: www.gov.uk/government/organisations/public-health-england
103. The Headmaster in conjunction with the Finance Director will also consider whether the School is required to report the accident or incident to any other regulatory body or organisation.

Fire:

104. The Finance Director is responsible to the Headmaster for all aspects of fire safety in the School.
105. The Finance Director is to ensure that all Employees, pupils and visitors on the School site are aware of the School's Fire Policy and Fire Evacuation and First Aid Fire Fighting Procedures.
106. The School's residential Houseparents and Matron are responsible for fire prevention and evacuation during silent hours.
107. The School will comply with all Government legislation including the Regulatory Reform (Fire Safety) Order 2005 as it pertains to the prevention of fire.
108. The Finance Director will ensure that fire evacuation procedures are tested each term, both during the day and at night; a record of fire drills and staff training will be maintained.
109. The Senior Residential Matron is a member of the Health & Safety Committee.
110. The Finance Director is responsible for carrying out a Fire Risk assessment, which should be reviewed on an annual basis and address all methods of mitigating the risks of fire and ensuring that the School has sufficient systems in place to detect and fight any fire.
111. Smoking is not permitted within the School's premises and this is further reinforced by the legislation banning smoking in enclosed public environments with effect from the 1st July 2007.
112. In addition to the School's procedures regarding fire, the School will ensure that an emergency plan is prepared to cover all foreseeable major incidents which could put Employees, pupils, visitors or other users of the School premises at risk and will ensure that Employees and pupils are trained in what to do in an

emergency evacuation. Such evacuation procedures should include any special arrangements required for pupils or Employees with disabilities.

Monitoring:

- 113. The School monitors health and safety both proactively and reactively.
- 114. The Health and Safety Committee is responsible for monitoring health and safety procedures, reviewing risk assessments, accident books / reports and accident investigations at least once per term. Reviews should include a review of health and safety related complaints and sanctions taken against Employees and / or pupils for health and safety breaches.
- 115. The Health and Safety Committee is responsible for appointing an appropriate person to investigate accidents, incidents and work-related causes of sickness absences, if required. Such investigations may be required to discover the root causes of an accident to prevent a recurrence, to discipline Employees or pupils or to brief lawyers for the purpose of obtaining legal advice or to aid litigation.
- 116. Where appropriate, the School will seek legal advice from the School's solicitors before commencing an internal investigation.
- 117. The School will not sanction any internal investigation which may prejudice the investigations of outside agencies.

Authorised by	M Campbell <u>Chair of Governance & Compliance Committee</u>
Date 21/11/17	
Approved by	M Pyper <u>Chair of Governors</u>
Date 21/11/17	
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Next Review	November 2018